

HENHAM PARISH COUNCIL
Minutes (Unapproved) of a Council Meeting

Date: Thursday 1st December 2016

Time: 7.30pm

Venue: OSCA, Henham

Present: Cllrs N. Baker, S. Lee, M. Fisher, F. Frindle, D. Marshall, G. LeCount, J. Bawden and Clerk M. Dacey and District Cllr R. Gooding

1. Apologies for Absence: Cllr A. Malins, K. Lafferty-George and District Cllrs R. Gleeson, L. Parr

2. Approval of the Minutes of the Last Meeting

The minutes of the November 2016 meeting were approved and signed by the Chair.

3. Matters Arising

4. Reports and Recommendations

(i) Greens and Village Estate – Cllr. Baker

1. **Village ponds** – As regards the forthcoming work on the de-silting of the village ponds, the work is due to commence on 5th December. Cllr Baker has asked an expert to produce a report regarding the silt traps for review by the Parish Council.
2. **Henleys pond** – The work to open up Henleys pond has now been completed. Once the de-silt has taken place, consideration on how to maintain the area will be undertaken. Cllr Baker will liaise with the owner of the adjoining property as regards replacement/removal of the remaining fence.
3. **Parking on the Village Greens** – Residents continue to be reminded that it is an offence under the Village By Laws to park on the Village Greens. Cllr Frindle has spoken to relevant owners/builders. It was agreed at last month's meeting that any future application to the Parish Council for planning permission would be considered in connection with no parking on the greens by builders. A new no parking sign for the bottom of Woodend Green has been commissioned and will be put up next week.
4. **Restoration of damaged Greens** -The Council will commence a programme of reseeding areas of damaged greens and verges commencing with Woodend Green, it has been held up by the continuing very dry weather. The Clerk has written to the BT subcontractors regarding the outstanding claim for verge damage last December.
5. **Stumps and other objects** - A note politely requesting the removal by owners of stumps/logs positioned across driveways on the Greens will go in the Dragon.
6. **Billy's Barn** -The Parish Council continues to monitor the damage to the roadway/greens triangle outside Billy's Barn at Birds Farm. The Parish Council is also investigating a possible solution to the damage on the village green triangle by the pub/church by using concrete grass mats. The Parish Council awaits a second quote for the work.

Henham Information Brochure - Cllr LeCount continues to review a Henham Information Brochure that lists useful services and telephone numbers in and around the Henham area with a view to publication with the January issue of the Dragon.

Defibrillator –The two training dates in November were well attended. The PIR system now covers the remaining dark areas around the entrance to OSCA.

Village Hall - With regard to the plans for the Village Hall extension/refurbishment, the Parish Council still awaits a business case for a Village Hall renovation from the Village Hall Committee. Cllr Bawden attended the AGM for the Village Hall Committee.

Henham Website –The new website is now up and running. It is hoped that the website will develop more content over the next few months and Cllr Lee requests any residents wishing to add material to the website should contact him or the Clerk.

Emergency Plan Review - Final sign-off is still awaited from UDC.

Village Christmas Tree – This is now in place and looks magnificent. The Parish Council thanks the volunteers who helped to erect the tree.

Remembrance Sunday Road Closure – The Parish Council thanks all those involved in organising the successful road closure and the volunteers who helped on the day.

Field View Close Hedge – The Parish Council awaits a quote for the reinstatement of the hedging.

Superfast Broadband – Having reviewed the most recent interactive map it would appear that our village is in the already completed or about to be completed sections. However, it would seem that Blossoms Hill Farm and Field View are not included in the superfast plans. We also need someone in the village to be nominated a Broadband Champion for our area. Cllr Fisher will post this on Facebook.

National Grid Works – A subcontractor has informed Cllr Frindle that these works are commencing in the village from 23 November for 50 days. National Grid will be conducting extensive work around the village in order to bolster the gas supply to Blossoms Hill Farm and Field View. This may involve going under the greens. It will involve disruption from the war memorial up to Blossoms Hill Farm.

ECC have confirmed the following: “The only road closure on the system for High Street/Chickney Road Henham are for 2 days starting on the 26/11/16 – 27/11/16, these are also collaborating with Affinity Water works. And a condition on the permit is to consult with the public etc. We also have multi way signals on High Street from the 5th December – 16th December these will be manually controlled 07:00 – 19:00 again a condition is to consult with the public. Chickney Road also has 2 way signals which will be in place from the 3/1/16 – 24/2/16 and the public should have been consulted. Crow Street have multi way signals in place 5/12/16 – 16/12/16, manual control 07:00 – 19:00 and the public should have been consulted. Church Street is for a traffic signal only in conjunction with Crow Street. If National Grid have not consulted with you then you will need to contact them directly.”

Grass Cutting – Our current grass cutters have confirmed they will keep to 2016 prices for 2017. Following a discussion it was agreed to renew the contract with them for 2017.

Signage – Mr Tucker has written to the Chair requesting street signs saying ‘The Row’ are put at each end of The Row as there is no identity in the village as to where this is together with reflective/luminescent strips to the inside of the bollards at each end of The Row. Following a discussion it was agreed that Cllr LeCount would investigate possible signage and the reflective strips would be looked at. Mr Tucker also wanted the Parish Council to consider a more high profile barrier on the boundaries to our village (such as Barnston, Woodside Green). However it was agreed that this would not be in keeping with our village. The Parish Council will arrange for the 30mph sign which has fallen down by Birds Farm to be re-mounted.

Christmas lunch at the Cock for the elderly – Mrs Ellis – Callow has written to the Chair asking the Parish Council to consider a donation towards the elderly’s Christmas lunch. Mr Sweeney has kindly donated £80 from his SOV 100 Club winnings to the Christmas lunch.

(ii) Finance

<u>Receipts</u>		
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>
Henham SOV	Henham SOV 100 Club July 2016 (October Draw)	£381.00
Henham Parish Council	Deed of Grant fee	£250.00
Henham SOV	Shop donations	£35.00
<u>Expenditure</u>		

<u>To Whom</u> (Invoice no.)	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M. Dacey	Clerk's salary (October)	£ 328.32	£ 0.0	£ 328.32
Messer Landwork Services (202558)	Pledgdon Green hedge-cutting	£340.00	£68.00	£408.00
Popcorn Web Design Ltd (2026)	Website design and development balance payment	£740.00	£148.00	£888.00
JRB Enterprise Ltd (16094)	Dog Poop Bags	£58.04	£11.61	£69.65
Tees Law (257419)	General legal advice	£195.00	£39.00	£234.00
MAJ Fiddler (0559)	Work on Henley's pond and Snow cottage road/ditch	£820.00	£0.0	£820.00
B. J. Poole (BJ-P2)	Henley's Pond groundworks	£160.00	£0.0	£160.00
Jonathan Leech (16-10-391)	Henley's Pond groundworks	£260.00	£52.00	£312.00
B.J Poole (BJ –P1)	Snow Cottage path and ditch clearance works	£260.00	£0.0	£260.00
Jonathan Leech (16-10- 390)	Snow Cottage path and ditch clearance works	£787.50	£157.50	£945.00
L. Beresford (7)	Village signs cleaning	£40.00	£0.0	£40.00
N. Baker	Reimbursement for village Christmas tree and high quality 800 lights	£271.49	£54.30	£325.79
Tangent Signs Ltd (2647)	No Parking Sign	£55.00	£11.00	£66.00
P Knott (59170)	War memorial & Church mowing	£120.00	£0.0	£120.00
Henham Village Shop Association (H00037)	Village Post Office quarterly fees	£1897.00	£0.0	£1897.00
BJ Poole (BJP3)	Culvert works (ponds)	£175.00	£0.0	£175.00
MAJ Fiddler (0560)	Culvert works (ponds)	£980.40	£0.0	£980.40
Jonathan Leech (16-11-397)	Culvert works (ponds)	£470.00	£94.00	£564.00

Treasury Management Investment Policy and Strategy 2015/16 – nothing to report on the policy.

Annual Return for Henham PC–The EALC has written to the NALC and Local Councils Audit on HPC's behalf, their response is still awaited.

Henham Parish Council Receipts and Expenditure records for Quarter 2 of 2016-2017 financial year were given to Cllr Fisher for approval.

2017-2018 Draft Budget/Expenditure Forecast and Precept discussion for setting of Precept – deadline 27 January 2017. The Clerk distributed a draft budget and draft expenditure forecast to all councillors for their appraisal during November 2016. Last year's income requirement resulted in the council setting a precept of £39,220, less the UDC LTCS Grant of £724 making a total of £38,496. Councillors were previously advised by the Clerk to consider the draft expenditure forecast for Henham for the 2016-2017 period and this would help them arrive at an income requirement for the coming financial year. The Local Council Tax Support Grant (LTCS) for 2016-2017 was at the same rate as 2015/16 ie 12.5%. The LCTS scheme for 2017/18 following public consultation is to be presented to the UDC Cabinet on the 1st December and UDC will confirm both the contribution rate and the level of grant to be received by Parishes following this meeting. The Clerk will forward this information to all Councillors upon receipt. Following discussion the income requirement for 2017-2018 was agreed at £39,220, less the UDC LTCS Grant.

(iii) Planning and Developments

Applications –

- UTT/16/2779/OP – outline planning for proposed one and a half storey dwelling on land at The Reeds, Old Mead Road
- UTT/16/2893/HHF - Proposed demolition of existing outbuilding and erection of new cart lodge, Mount House, Church Street, Henham
- UTT/16/3194/LB & UTT/16/3193/HHF- proposed Single storey extension to front, Lodge Barn Chickney Road, Henham
- UTT/16/3171/HHF - proposed demolition of existing conservatory and erection of two storey rear extension, Maple House, Old Mead Lane, Henham.
- UTT/16/3334/HHF – proposed erection of single storey rear extension. Extension to front of garage and alterations to garage roof to form room in the roof with 1 no. dormer window to rear elevation and 2 no. rooflights to front elevation 15 Chickney Road, Henham

Breaches –The Parish Council has established that the parking is in connection with a legitimate business and not airport parking as first suggested.

Appeals -

- **Proposed 35 Houses, Land South Of School Lane School Lane Henham (UTT/15/2982/FUL)** – Refused by UDC in May 2016. Deadline for appeal was 10th November 2016. Appeal lodged by Persimmons on 9th November 2016. The Parish Council will oppose the Appeal and is awaiting formal paperwork from UDC. It is not expected that the Appeal will be heard until middle of 2017.
- **Hill Top Yard (UTT/15/0623)** – The deadline for removing the lighting is 12th December 2016. The Parish Council will write to UDC enforcement if the lights are not removed by this date.

Decisions- None

(iv) Highways – Cllr LeCount:

(a) Cllr LeCount has submitted to ECC changes in GPS road name of North Hall Road to correctly Old Mead Road (the area is from the White House to the Toot Toot Bridge) and a continuation of the 40mph speed limit on Old Mead Road to the Toot Toot Bridge. Essex Highways have now confirmed they will re-investigate this and amend their records if necessary.

(b) Potholes by Toot Toot Bridge – Essex Highways will reinvestigate as the holes are getting worse.

(c) Protective metal pipes and posts outside The White House, Old Mead Road – Essex Highways will reinvestigate this within the next 7 days.

(d) Bus fare increase impacting schools – no update

(e) School parking – Cllr LeCount will liaise with the School and a local resident in order to provide Essex Highways with more detail regarding the proposed installation of double yellow lines on the corners of Pimletts and Carters Lane.

(f) Pot hole on High Street outside Yarrow Cottage – Essex highways have now confirmed they will now re-inspect this.

(g) Cllr Gooding continues to liaise with Essex Highways regarding the kerbing on Crow Street.

(h) The blocked drains outside Snow Cottage have now been logged with Essex Highways who have confirmed action within 28 days.

(i) There was a discussion relating to partial winter closures being proposed by Widdington Parish Council to prevent damage to footpaths between Henham and Widdington due to off-road vehicles.

5. Correspondence

Sent: Letter to TLU subcontractors

Received: The Chair received an email from Mr Nelson about footpath outside Snow Cottage, an email from Mr Tucker regarding the Row Signage and a letter from Mrs Ellis-Callow regarding Christmas lunch for the elderly. Thank you from Rev G. Townsend re road closure.

- Planning Applications - see 4(iii) above
- Clerk – approximately 200 emails in November 2016.

6. Waste and Minerals Development Issues – The hearing of the application for a waste incinerator on the road to Elsenham Golf Club was heard in October. The Parish Council is represented by a consultant who will oppose the venture. We await the Inspectors decision.

7. Stop Stansted Expansion – Nothing to report.

8. Governance – The Standing Order and Financial Regulations were distributed last month to all Councillors for review in the coming months.

9. Local Plan – UDC are in the final stages of producing a draft Local Plan for consultation. On 18th October UDC published a Local Plan, there were no allocations in Henham and the Fairfield Development was not included. On 20th October 2016 the plan was withdrawn for further internal consultation. An Extraordinary Council Meeting at UDC was held on 16th November 2016. Cllrs Baker, Lee and Fisher attended. There will be a three month period of reassessment of the Local Plan following a District wide consultation.

10. Neighbourhood Planning – It was previously agreed that Cllr Baker would seek professional advice. The consultant Cllr Baker liaised with was the UDC approved point of contact for advice on Neighbourhood Plans. Their advice is not to embark on a Neighbourhood Plan. This is mainly because it would be linked to the District Local Plan and as Henham does not have houses allocated in the emerging Local Plan there is no point.

11. Henham SOV 100 Club draw Cllr. Fisher –

November Draw

District Cllr Gooding conducted the draw on behalf of the Henham SOV 100 Club. He drew from a black bag containing 152 lottery balls. The winning numbers were:

1st Prize Number 142 (C&R Balls) £220

2nd Prize Number 72 (S Coke) £106

3rd Prize Christmas Cumulative Bonus Ball Number 35 (D Golden) £318

Total funds received were £760 half will be paid out in prize money totalling £379 with the balance of £381 will be paid to Henham Parish Council SOV Funds.

12. Date of Next Meeting

Note – The next Parish Council meeting will be held on **Thursday 9th February 2017 (not 2nd February as previously advertised)**, 7.30pm at OSCA. There is no meeting in January 2017.

Mareike Dacey, Clerk